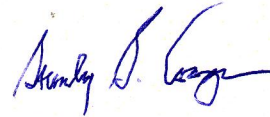


DATE: December 10, 2013  
TO: All Vital Records Staff  
Nebraska County Clerks  
FROM: Stan Cooper, Administrator, Vital Records Office  
RE: [Marriage Query Instructions](#)



As marriage documents come into our office, staff will review the document and electronic record for errors. If an item is questionable, an electronic note will be placed on the electronic record. Please review the note, respond by placing another electronic note on the record.

If we do not receive a response by electronic note within 30 days of our original note, we will assume no further action is needed and will file the record as we received it.

Steps for entering a note are as follows:

1. Open the Record;
2. Click on the "Action" tab;
3. Click on "Show Notes";
4. Click on the "New" box;
5. Type your response in the bottom white box;
6. Click on the "Save" box; and
7. Click of the "Close" box.

If you have any questions, please contact Barb Trusty at 402-471-2872 or Jackie Fairbanks at 402-471-0919.